

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 15, 2023

Final Decision Date Deadline: November 15, 2023

**STATEMENT OF THE ISSUE:** Utilizing the City's MUNIS software system, management staff can generate financial reports on a monthly basis detailing the Rent Program's revenues and expenditures. These reports allow management staff and the Rent Board to closely monitor the Program's financial circumstances.

## INDICATE APPROPRIATE BODY

- |   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                             | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority          | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> |   |

## ITEM

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) |  |  |
| <input type="checkbox"/> Public Hearing   | <input type="checkbox"/> Regulation  | <input checked="" type="checkbox"/> Other: <u>Consent Calendar</u> |
| <input type="checkbox"/> Contract/Agreement   | <input type="checkbox"/> Rent Board As Whole                                     |  |
| <input type="checkbox"/> Grant Application/Acceptance                                 | <input type="checkbox"/> Claims Filed Against City of Richmond                   |  |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) |  |

**RECOMMENDED ACTION:** RECEIVE the Rent Program FY 2023-24 Monthly Revenue and Expenditure Report through October 2023 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

**F-2.**

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**RICHMOND RENT PROGRAM**  
**MONTHLY REVENUE AND EXPENDITURES REPORT**  
**FISCAL YEAR 2023-24**

**ITEM F-2**

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October				
340445 Rental Housing Fees	(2,914,945.00)	(2,914,945.00)	(17,585.50)	(787,875.98)	(919,573.50)	(344,931.75)	-	(2,069,966.73)	(844,978.27)	71.0%
<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(2,914,945.00)</b>	<b>(2,914,945.00)</b>	<b>(17,585.50)</b>	<b>(787,875.98)</b>	<b>(919,573.50)</b>	<b>(344,931.75)</b>	-	<b>(2,069,966.73)</b>	<b>(844,978.27)</b>	<b>71.0%</b>
361701 Interest	(20,000.00)	(20,000.00)	-	-	-	(17,242.17)	-	(17,242.17)	(2,757.83)	86.2%
361705 Realized Gain	-	-	-	-	-	-	-	-	-	0.0%
<b>TOTAL INTEREST &amp; REALIZED INCOME</b>	<b>(20,000.00)</b>	<b>(20,000.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(17,242.17)</b>	<b>-</b>	<b>(17,242.17)</b>	<b>(2,757.83)</b>	<b>86.2%</b>
364855 OTHER REV/Misc Other Re	-	-	-	-	-	(15.00)	-	(15.00)	15.00	0.0%
364867 Revenue from Collections Agency	(50,000.00)	(50,000.00)	-	-	-	-	-	-	(50,000.00)	0.0%
337373 Other Grants	-	-	-	-	-	-	-	-	-	0.0%
<b>TOTAL OTHER REVENUE</b>	<b>(50,000.00)</b>	<b>(50,000.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15.00)</b>	<b>(50,000.00)</b>	<b>0.0%</b>
<b>TOTAL REVENUE</b>	<b>(2,984,945.00)</b>	<b>(2,984,945.00)</b>	<b>(17,585.50)</b>	<b>(787,875.98)</b>	<b>(919,573.50)</b>	<b>(362,188.92)</b>	<b>-</b>	<b>(2,087,223.90)</b>	<b>(897,721.10)</b>	<b>69.9%</b>
400001 SALARIES & WAGES/Executive	765,357.00	765,357.00	65,519.38	65,521.38	65,523.38	66,182.86	-	262,747.00	502,610.00	34.3%
400002 SALARIES & WAGES/Mgmt-Local 21	353,101.00	353,101.00	29,114.00	29,749.00	29,749.00	29,749.00	-	118,361.00	234,740.00	33.5%
400003 SALARIES & WAGES/Local 1021	268,646.00	268,646.00	18,678.44	18,678.44	18,678.44	18,678.44	-	74,713.76	193,932.24	27.8%
400006 SALARIES & WAGES/PT- Temp	37,565.00	37,565.00	1,246.21	3,146.24	2,040.90	2,479.43	-	8,912.78	28,652.22	23.7%
400031 OVERTIME/General	2,500.00	2,500.00	284.60	-	-	-	-	284.60	2,215.40	11.4%
400048 OTHER PAY/Bilingual Pay	11,470.00	11,470.00	968.02	928.26	928.26	2,541.26	-	5,365.80	6,104.20	46.8%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	350.00	350.00	350.00	-	1,400.00	2,800.00	33.3%
400053 OTHER PAY/Pension Credi	-	-	1,333.05	1,331.58	1,331.62	1,344.81	-	5,341.06	(5,341.06)	100.0%
<b>TOTAL SALARIES AND WAGES</b>	<b>1,442,839.00</b>	<b>1,442,839.00</b>	<b>117,493.70</b>	<b>119,704.90</b>	<b>118,601.60</b>	<b>121,325.80</b>	<b>-</b>	<b>477,126.00</b>	<b>965,713.00</b>	<b>33.1%</b>
400103 P-ROLL BEN/Medicare Tax-ER Shr	19,710.00	19,710.00	1,694.62	1,721.51	1,705.50	1,744.83	-	6,866.46	12,843.54	34.8%
400105 P-ROLL BEN/Health Insurance Be	249,327.00	249,327.00	20,777.22	20,777.22	20,777.22	20,777.22	-	83,108.88	166,218.12	33.3%
400106 P-ROLL BEN/Dental Insurance	16,644.00	16,644.00	1,387.32	1,387.32	1,387.32	1,387.32	-	5,549.28	11,094.72	33.3%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	18.36	18.36	18.36	18.36	-	73.44	142.56	34.0%
400110 P-ROLL BEN/Professional Dev-Mg	6,750.00	6,750.00	250.00	-	-	-	-	250.00	6,500.00	3.7%
400111 P-ROLL BEN/Vision	1,992.00	1,992.00	166.44	166.44	166.44	166.44	-	665.76	1,326.24	33.4%
400112 P-ROLL BEN/Life Insurance	3,931.00	3,931.00	327.53	327.53	327.53	327.53	-	1,310.12	2,620.88	33.3%
400114 P-ROLL BEN/Long Term Disabilit	11,803.00	11,803.00	593.06	599.32	599.53	606.41	-	2,398.32	9,404.68	20.3%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	494.00	532.00	532.00	532.00	-	2,090.00	3,382.00	38.2%
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	108.32	-	-	-	-	108.32	2,141.68	4.8%
400121 P-ROLL BEN/Worker Comp-Clerica	6,923.00	6,923.00	1,242.56	755.50	728.84	723.96	-	3,450.86	3,472.14	49.8%
400122 P-ROLL BEN/Worker Comp-Prof	101,330.00	101,330.00	6,397.46	8,581.22	8,581.22	8,640.62	-	32,200.52	69,129.48	31.8%
400127 P-ROLL BEN/OPEB	20,956.00	20,956.00	2,574.30	1,780.24	1,780.24	1,790.53	-	7,923.31	13,030.69	37.8%
400130 P-ROLL BEN/PARS Benefits	-	-	16.20	40.90	26.54	32.24	-	115.88	(115.88)	100.0%
400149 P-ROLL BEN/PERS-Misc	186,975.00	186,975.00	15,124.94	15,956.41	15,956.68	16,272.34	-	63,310.37	123,664.63	33.9%
400151 P-ROLL BEN/PERS-Misc (UAL)	234,120.00	234,120.00	23,838.12	19,509.60	19,509.60	19,509.60	-	82,366.92	151,753.08	35.2%
<b>TOTAL FRINGE BENEFITS</b>	<b>868,399.00</b>	<b>868,399.00</b>	<b>75,010.45</b>	<b>72,153.57</b>	<b>72,097.02</b>	<b>72,529.40</b>	<b>-</b>	<b>291,790.44</b>	<b>576,608.56</b>	<b>33.6%</b>
400201 PROF SVCS/Professional Svcs	263,400.00	270,050.00	-	252.57	1,422.57	9,207.60	21,412.26	10,882.74	237,755.00	12.0%
400206 PROF SVCS/Legal Serv Cost	275,000.00	275,000.00	-	16,666.00	16,666.00	16,666.00	-	50,000.00	75,000.00	72.7%
400245 TRAVEL & TRNG/Tuition Rmb/Cer	800.00	800.00	-	-	-	-	-	-	800.00	0.0%
400261 DUES & PUB/Memberships & Dues	1,650.00	1,650.00	-	-	-	-	-	-	1,650.00	0.0%
400271 AD & PROMO/Advertising&Promo	800.00	800.00	-	-	-	649.00	-	649.00	151.00	81.1%
400280 ADM EXP/Program Supplies	5,808.00	5,808.00	-	491.07	-	1,064.42	-	1,555.49	4,252.51	26.8%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>547,458.00</b>	<b>554,108.00</b>	<b>-</b>	<b>17,409.64</b>	<b>18,088.57</b>	<b>27,587.02</b>	<b>171,414.26</b>	<b>63,085.23</b>	<b>319,608.51</b>	<b>42.3%</b>
400231 OFF EXP/Postage & Mailing	-	-	206.55	-	4,229.91	111.90	-	4,548.36	(4,548.36)	0.0%
400232 OFF EXP/Printing & Binding	15,425.00	15,425.00	2,967.65	-	-	180.80	-	3,148.45	12,276.55	20.4%
400233 OFF EXP/Copying & Duplicating	-	-	-	-	-	-	-	-	-	0.0%
400304 RENTAL EXP/Equipment Rental	9,000.00	9,000.00	-	186.58	-	373.16	5,679.22	559.74	2,761.04	69.3%
400321 MISC EXP/Misc Contrib	2,000.00	2,000.00	-	-	-	-	-	-	2,000.00	0.0%
400322 MISC EXP/Misc Exp	2,000.00	1,600.00	-	337.43	-	830.82	-	1,168.25	431.75	73.0%
400341 OFF SUPP/Office Supplies	5,000.00	5,000.00	-	1,611.89	-	199.62	-	1,811.51	3,188.49	36.2%
<b>TOTAL OTHER OPERATING</b>	<b>33,425.00</b>	<b>33,025.00</b>	<b>3,174.20</b>	<b>2,135.90</b>	<b>4,229.91</b>	<b>1,696.30</b>	<b>5,679.22</b>	<b>11,236.31</b>	<b>16,109.47</b>	<b>51.2%</b>
400401 UTILITIES/Tel & Telegraph	500.00	500.00	-	-	-	-	-	-	500.00	0.0%
<b>TOTAL UTILITIES</b>	<b>500.00</b>	<b>500.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500.00</b>	<b>0.0%</b>
400538 CONTRACT SVCS/Oth Cntrc	-	400.00	-	-	28.11	-	31.89	28.11	340.00	15.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	9,300.00	-	-	-	8,077.00	8.00	8,077.00	1,215.00	86.9%
<b>TOTAL PROVISION FOR INS LOSS</b>	<b>9,300.00</b>	<b>9,300.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,077.00</b>	<b>8.00</b>	<b>8,077.00</b>	<b>1,215.00</b>	<b>86.9%</b>
400574 COST POOL/(ISF)-Gen Liability	217,744.00	217,744.00	-	-	54,439.00	18,145.00	-	72,584.00	145,160.00	33.3%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	52,481.00	-	-	13,124.00	4,373.00	-	17,497.00	34,984.00	33.3%
400591 COST POOL/(IND)Civic Ctr Alloc	60,248.00	60,248.00	-	-	15,059.00	5,021.00	-	20,080.00	40,168.00	33.3%
<b>TOTAL COST POOL</b>	<b>330,473.00</b>	<b>330,473.00</b>	<b>-</b>	<b>-</b>	<b>82,622.00</b>	<b>27,539.00</b>	<b>-</b>	<b>110,161.00</b>	<b>220,312.00</b>	<b>33.3%</b>
400601 NONCAP ASST/Comp Hrdware<SK	3,000.00	3,000.00	-	-	-	-	-	-	3,000.00	0.0%
<b>TOTAL ASSET/CAPITAL OUTLAY</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000.00</b>	<b>0.0%</b>
391994 391994 TRANSFER IN/From Gen Fund	(150,000.00)	(150,000.00)	(12,500.00)	-	(25,000.00)	(12,500.00)	-	(50,000.00)	(100,000.00)	33.3%
<b>90 OPER XFERS IN</b>	<b>(150,000.00)</b>	<b>(150,000.00)</b>	<b>(12,500.00)</b>	<b>-</b>	<b>(25,000.00)</b>	<b>(12,500.00)</b>	<b>-</b>	<b>(50,000.00)</b>	<b>(100,000.00)</b>	<b>33.3%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,235,394.00</b>	<b>3,242,044.00</b>	<b>195,678.35</b>	<b>211,404.01</b>	<b>295,667.21</b>	<b>258,754.52</b>	<b>177,133.37</b>	<b>961,504.09</b>	<b>2,103,406.54</b>	<b>35.1%</b>
<b>NET OPERATING (SURPLUS)/DEFICIT</b>	<b>100,449.00</b>	<b>107,099.00</b>	<b>165,592.85</b>	<b>(576,471.97)</b>	<b>(648,906.29)</b>	<b>(115,934.40)</b>	<b>177,133.37</b>	<b>(1,175,719.81)</b>	<b>1,105,685.44</b>	<b>-93.4%</b>
<b>CASH BALANCE</b>			<b>1,111,439.76</b>	<b>1,720,174.18</b>	<b>2,371,046.02</b>	<b>2,493,898.47</b>				

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